

**ACCT 4241-E01 - Accounting Information Systems
Expanded Course Outline
Summer 2019**

Instructor: Dr. Ron Colley

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Office Hrs: Online access and by appointment. Appointments to meet should be initiated via e-mail to rcolley@westga.edu. The instructor will generally respond within 24 hours Monday – Friday to determine a mutually agreeable meeting time.

The policy of the University of West Georgia is that each student is responsible for checking his/her **my.westga.edu** e-mail account on a regular basis.

Catalog Description:

The course involves coverage of the accounting cycle and the use of computerized spreadsheets for accounting.

Required Background or Experience:

- Prerequisites: ACCT 2102
- Prerequisites Justification:
Knowledge of accounting processes is required.
- General Education (Core) Curriculum:
This course uses the knowledge gained in Core Area F courses in ACCT 2101 and 2102.

Expected Outcomes:

- An expanded use of computer spreadsheet skills. LG3: LO 3.2
- Students will understand the accounting cycle. LG4

Text and References:

Text: None

Special or Unique Student Materials:

- Perdisco online practice set (Music and Book Wholesaler). Approximately \$24.95
- Perdisco accounting cycle supplement. Approximately \$9.90.

Special or Unique University Facilities:

- A personal computer with Microsoft Excel is helpful. (Microsoft Office 365 is available to UWG students at the UWG ITS website.) Alternatively, the RCOB computer lab is available for computer assignments.

Expanded Description of the Course and Instructional Method:

Expanded Description of the Course:

- A practice set is used to achieve an understanding of the accounting cycle of recording and reporting. Computerized spreadsheets are also covered.

Instructional Methods:

- Online. The course is online.

Computer Applications

- The computer assignments are designed to enhance computerized spreadsheet skills and increase knowledge of the accounting cycle.

Methods of Evaluating Outcomes:

Evaluation Tools:

Perdisco Online Practice Set (Music Sales)	40 points
Online Exam for Lane 1 and Lane 2 Assignments	<u>60</u> points
Total Points	100

The grading scale will be applied to the points as follows. An A is 90% or higher, a B is 80% or higher, but less than 90%, a C is 70% or higher, but less than 80%, a D is 60% or higher, but less than 70%. An F is less than 60%.

Other Information:

Classes

An online practice set and an online exam are scheduled.

There is no extra credit in this course. Work submitted for credit in other courses will not count for credit in this course.

Academic Dishonesty

Students at the University of West Georgia assume responsibility for upholding the Honor Code as stated in the Student Handbook. Academic dishonesty will result in dismissal from the class with a grade of "F."

Student Rights and Responsibilities

Please carefully review the information at the following link:

Common Language for Course Syllabi from the VPAA

Websitehttp://www.westga.edu/assets/Dept/vpaa/Common_Language_for_Course_Syllabi.pdf

The document at this link contains important information pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review the information each semester.

Credit Hour Policy (3 credit hours)

Generally, students can expect to spend about 650 minutes on class work each week. This class work may include, but is not limited to, readings, assignments, projects, research, and test preparation. The amount of out of class time required for a given outcome will vary by student.

HB 280 (Campus Carry)

UWG follows University System of Georgia (USG) guidance:

University System of Georgia Guidance Pertaining to HB 280

http://www.usg.edu/hb280/additional_information

You may also visit our website for help with USG Guidance:

University of West Georgia Website for Help with USG

Guidance<https://www.westga.edu/police/campus-carry.php>

Tentative Schedule

MODULE 1: May 11 through May 17

Perdisco online practice set (Music Sales) to be completed by May 17.

Last day to withdraw with a grade of W – May 17

MODULE 2: May 18 to end of course (online)

Lane 1 and Lane 2 spreadsheet assignments (on Course Den).

Online Exam: May 28; 8:00 p.m.

Exam on Lane 1 and Lane 2 spreadsheet assignments.